

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 22, 2008

Job Title:	Food Service Cook	Position No.:	03065
Division:	Riverside Youth Correctional Facility	Bargaining Unit:	MEA/MFT
Location:	Boulder	Supplement:	No
Status:	Permanent Part-time	Shift:	TBA – will include some weekends and evenings
Salary:	\$9.662 to \$12.074	Pay Band	3
Benefits: <i>State employees working at least half-time (20 hours) are also provided paid health, dental and life insurance.</i> Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Special Information: **Riverside provides a fuel stipend of \$20 per week for employees traveling further than 15 miles one way to work.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources

P.O. Box 201301

1539 11th Ave.,

Helena, MT 59620-1301

fax to (406) 444-4551

email to hrcen@mt.gov

No later than 5:00 p.m. January 7, 2009.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: These positions supervise and coach youth participating in the culinary arts program while maintaining a secure environment. Participate in menu planning and preparation of all meals served to youth and staff within the facility.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Supervise and Train Youth Offenders

- ❑ Supervises and trains youth offenders in the Culinary Arts Program using highly technical equipment. Training includes large quantity cooking skills, serving & delivery techniques, and cleaning & sanitation procedures
- ❑ Establishes work plans for youth offenders by using production schedules and menus to ensure the smooth and orderly operation of the kitchen.
- ❑ Evaluates work behavior of all Culinary Arts Students and recommends corrective action as needed to improve work performance. Documents disciplinary infractions using incident reports.

Food Preparation, Safety and Sanitation:

- ❑ Responsible for preparation of all meals on shift in order to meet the nutritional and medical needs of the offenders.
- ❑ Follows all appropriate health guidelines by keeping required records, completing daily inspections, requesting maintenance work or clean up, fulfilling rethermalization requirements for food (i.e. - cooking times & finished product temperature), and following sanitation guidelines.
- ❑ Supervises the preparation of all ingredients for alternative menu production by using the master menu and standardized recipes, weights, and measures to ensure consistent quality of food preparation.
- ❑ Ensures that menu requirements and production schedules are met by utilizing the master menu, standardized recipes, and institutional count to produce all needed products. Implements changes to meals or menus due to supply shortages, equipment failures, or food contamination, while ensuring nutritional requirements and preparation deadlines are met and all needed supplies are available.
- ❑ Ensures that the entirety of Food Service equipment, tools, and supplies), where raw foods and finished products are stored, is in compliance with all applicable regulations and standards.
- ❑ Verifies that all areas of Food Service have been cleaned and sanitized; This is a continual process throughout each day. Maintains and updates all cleaning & sanitation logs. Monitors and determines need for equipment repair and calls appropriate maintenance personnel.

Institution Security:

- ❑ Maintains the safety & security of Food Service by enforcing current security policies, coordinating actions w/ safety manager and security staff & overseeing the orderly operation of the kitchen.
- ❑ Maintains awareness of facility environment regarding safety hazards, institutional security and offender activities.
- ❑ Ensures key control and security regarding tools, knives, cutting equipment and controlled chemicals by keeping locks locked, using the chit system, and properly supervising offenders at all times to maintain the safety and security of staff and other offenders.

Qualifications:

Experience in institutional or restaurant food service and knowledge of cooking and baking in an institutional setting preferred.

Competencies:

COMMITMENT TO A PROFESSION

Maintains a level of knowledge to remain current; desires and actively seeks continuous learning in a profession.

RELIABLE AND DEPENDABLE

Reliable and dependable in performing job-related tasks.

COMMUNICATION

Provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively.

UNDERSTANDING, SENSITIVITY AND TRUST BUILDING

Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with those involved. Maintains confidences. Demonstrates an awareness of nonverbal as well as verbal communication. Elicits trust from others by showing honesty, reliability and integrity.

CONFLICT MANAGEMENT

Manages disagreements through open discussion with affected parties; seeks collaborative resolution while keeping the best interests of the organization in mind.

INITIATIVE AND ACCOUNTABILITY

Focuses efforts and energy on successfully attaining organizational goals and objectives. This includes making difficult decisions and persisting even when confronted by obstacles or adversity and may involve questioning status quo assumptions.

ETHICS

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

Education and Experience: High School Diploma and 3 to 4 years job-related experience.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**** (See Attachment)

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____